

**BY ORDER OF THE COMMANDER
SHAW AIR FORCE BASE**

**SHAW AIR FORCE BASE INSTRUCTION
36-2502**



28 JANUARY 2016

Personnel

**TEAM SHAW SENIOR AIRMAN BELOW-
THE-ZONE PROMOTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 20 FW/CCC (CMSgt
Christopher H. McKinney)

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This instruction implements AFI 36-2502, *Airman Promotion Program*, and PSD Guide, *Enlisted Promotions* to establish procedures policies, responsibilities and management of the Senior Airman Below-the-Zone (BTZ) Promotion Program on Shaw Air Force Base. Both the Central Base Board (CBB) and large unit selection boards will utilize the procedures outlined in this instruction. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, system of records notice. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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1. Objective.

1.1. The SrA Below-the-Zone Program provides one-time consideration for early promotion to exceptionally well-qualified Airmen First Class.

1.2. Only our very best performers may be nominated for BTZ. They must be positive role models for others and clearly deserve the recognition.

1.2.1. The unit commander will ensure that the nominee meets fitness standards and exemplifies the standards for appearance and conduct. Commanders and first sergeants will screen for past or present negative "Quality Force" indicators.

1.2.2. If the pool of eligibles does not include Airmen of this caliber, the BTZ quota will not be used by the convening authority.

2. Responsibilities.

2.1. The installation commander is responsible for the Team Shaw Senior Airman BTZ Program. Furthermore, he or she establishes written administrative procedures and is the selection authority for small units serviced by the installation.

2.2. 20 FSS/FSMPD will determine quotas and distribution based on 15 percent of ALL Airmen who meet time-in-grade (TIG) and time-in-service (TIS) requirements. Approval authority for quota distribution is delegated to the MPS Chief.

2.2.1. Consider all individuals meeting TIS and TIG requirements to include those who are TDY, on leave, deployed or projected to PCS before the first processing month, and questionable eligibles and ineligibles.

3. Board Composition.

3.1. **Central Base Board (CBB)** – The CBB will have a board president and four board members (total of 5) and a nonvoting recorder in the grade of SrA or higher. The CBB will include the 20 FW/CCC (serving as board president); the remainder will be comprised of 20 FW Group Superintendents and tenant unit Senior Enlisted Leaders, as designated by the 20 FW/CCC.

3.1.1. Group Superintendents may defer their position on the CBB if they have no competing A1C's.

3.1.2. If any Group Superintendent cannot attend the CBB, that Group Superintendent will find a replacement. Use the following priority in your selection:

3.1.2.1. Group Chief.

3.1.2.2. Unit Chief.

3.1.2.3. Any Team Shaw Active Duty Chief.

3.2. **Large Unit** - When a large unit board convenes, it must consist of at least three voting members in the grade of MSgt or higher, a nonvoting recorder in the grade of SrA or higher, and a board president in the grade of CMSgt.

3.2.1. If a CMSgt is not available to the unit, another SNCO will be appointed by the unit's commander to be the board president.

4. Method/Number of Nominations.

4.1. Large units (7 eligible personnel or more) will receive their own quotas and make selections at the unit level.

4.1.1. Tenant units will be considered large units when they have 7 or more eligible A1C's.

4.1.2. Large units will convene a board and follow the same procedures as the CBB. Boards will be conducted in a manner that ensures the process is fair, equitable, and provides timely promotion consideration. Results will be maintained IAW paragraph 9.2.5. below.

4.2. Small unit (6 eligible personnel or less) commanders will use the BTZ eligibility list and an appropriate evaluation process (e.g., a unit board, record review, recommendations from supervisors/first sergeants, etc.).

4.2.1. All small units are authorized to nominate one A1C to the CBB. Unit commanders will underline the name of the nominee on the eligibility list, sign the list, and return it to the 20 FSS/FSMPD by the suspense date established by the Promotions office.

4.2.2. *On rare occasions*, small units may have *two or more extremely* deserving Airmen, and may nominate those Airmen to the CBB for consideration. In these cases, the unit commander must also submit an exception to policy (ETP) letter (Attachment 2 and outlined in paragraph 4.2.2.1.) stating why these Airmen are exceptionally qualified to meet the CBB along with the fully completed AF Form 1206. NOTE: The intent is to push only the most deserving Airmen for consideration. It is recommended that the squadron commander, if approved to submit more than one nominee, clearly stratifies their eligible A1Cs on the AF form 1206 for the convenience of the BTZ board.

4.2.2.1. The unit commander will route all ETP letters through the respective Group Superintendent or Senior Enlisted Leader (SEL) to 20 FSS/FSMPD with information supporting the request for additional nomination(s) prior to the established suspense date for the eligibility lists return. Letters received after the suspense date will not be considered. All ETP letters will be routed to the 20 FW/CCC for consideration. All decisions are final.

5. CBB and Large Unit BTZ Board Procedures.

5.1. Commanders, first sergeants, and supervisors will take all necessary steps to ensure the nominees are present to meet the board (i.e., members on leave in the local area, shift workers).

5.2. CBB Procedures:

5.2.1. Nominees are required to physically appear before the CBB. Individual exceptions will be granted for deployments or similar circumstances (i.e., emergency leave). The 20 FSS/FSMPD will notify the board president regarding a nominee's duty status (i.e. leave, deployed, quarters, etc.).

5.2.1.1. The request for exemption from the board must be coordinated through the respective Group Superintendent/SEL to be excused by the 20 FW/CCC. If excused, nominees will receive the "average" interview score. Nominees that are not excused and fail to meet the board will receive zero points for the face-to-face interview

score. Any eligible A1C with leave scheduled prior to the announcement of the CBB will be excused—leave scheduled afterwards will be counted as unexcused.

5.2.2. The CBB will normally convene on the 3rd Monday of the quarter (Mar, Jun, Sep, and Dec) in order for selection updates to be processed. In the event of exercises and alerts, boards will be rescheduled as required.

5.2.3. The 20 FSS/FSMPD will prepare electronic selection folders and upload them as a single PDF to the 20 FW SharePoint, in the order established in paragraph 6.1. of this instruction., for each board member to review 7 days prior to the CBB. The CBB voting members will score each nominee following the established procedures in paragraphs 6, 7, and 8 of this instruction.

5.3. Large Unit Procedures:

5.3.1. Large Unit Selection Boards will have nominees physically appear before the board. Individual exceptions will be granted for deployments or similar circumstances (i.e. emergency leave).

5.3.2. The request for exception to the Large Unit Board must be coordinated through the respective unit board president. If excused, nominees will receive the “average” interview score. Nominees that are not excused and fail to meet the board will receive zero points for the face to face interview score.

5.3.2.1. The “average” interview score is derived from the average based upon the total number of members appearing before the board. For example, there are 5 members appearing before the board with the following scores, 5, 4.5, 4, 3.5, 3. Once calculated, the average is 4. So, the member not appearing before the board will receive a 4 for his/her interview score.

5.3.3. If for any reason it becomes impractical for a large unit to convene a board, that unit must get prior approval from the CBB president or the 20 FW/CC.

5.4. The Board President will:

5.4.1. Serve as the facilitator of the board and be responsible for overseeing and guiding the board members in selecting SrA BTZ candidates.

5.4.2. Oversee board operations by being familiar with and ensuring strict adherence to AFI 36- 2501 and the SHAWAFBI-2502, *Team Shaw Senior Airman Below-the-Zone Promotion Program*.

5.4.3. Serve as final authority over selecting potential candidates and breaking any ties as required.

5.4.4. Review and approve all board member questions. Board members will forward their questions to the CBB/Large Unit Board President NLT 48 hours prior to the board convening.

5.4.5. Ensure each board member receives a complete selection folder on each nominee. See paragraph 6.1. for selection folder document requirements.

5.4.6. Upon board completion, immediately ensure the return of all board member score sheets and selection folders to 20 FSS/FSMPD.

5.5. Board Members will:

5.5.1. Be familiar with and ensure strict adherence to AFI 36-2501 and SHAWAFBI 36-2502,

Team Shaw Senior Airman Below-the-Zone Promotion Program.

5.5.2. Review the score sheet guidance (Attachment 10). If there are any questions regarding the guidance or the score sheet, contact the 20 FW/CCCEA.

5.5.3. Score each nomination package individually and accordingly to their peers.

5.5.3.1. The scoring of packages will be under the following criteria with major emphasis paid to duty performance and CDC/OJT completion - assign the proper score(s) and ranking accordingly:

5.5.3.1.1. Primary Duty.

5.5.3.1.2. CDC Performance/OJT Completion.

5.5.3.1.3. Community Involvement (see score sheet).

5.5.3.1.4. Crossflow Activities - obligations/responsibilities outside of DAFSC (i.e. additional duties, BMT Dorm Chief, etc.).

5.5.3.1.5. Formal Recognition.

5.5.3.1.6. Continuing Education.

5.5.3.1.7. Face-to-face Interview.

5.5.4. Take notes during the scoring process so you are prepared to openly discuss scoring considerations with the board president as he/she deems necessary.

5.6. Nominees will meet their respective board on the day specified by 20 FSS/FSMPD and report 15 minutes before their allotted time.

5.7. Uniform for nominees and board members is service dress.

5.8. The board will interview and score each nominee according to the procedures outlined in paragraphs 7- 9. (Note: the Board President is a nonvoting member save a dispute/tie).

6. Selection Folders.

6.1. Selection folders for CBB and Large Unit Boards **must** be complete and properly formatted to be scored. The following items will be saved and attached as a PDF file in the following order:

6.1.1. Unit cover letter (Attachment 3).

6.1.2. One-page SURF (AMS) (Attachment 4).

6.1.3. Current Air Force Fitness Management Report (AFFMS II).

6.1.4. Citations or orders for decorations (PRDA or ARMS).

6.1.5. Current print out of the member's ribbons in color (vMPF).

6.1.6. AF Form 1206 (Attachment 8).

6.2. All selection folders for both large/small units will be submitted to 20 FSS/Promotions at 20fss.promotions@us.af.mil for a thorough review of proper documentation (suspense dates will be annotated by the promotions office to large/small units via email).

6.3. An AF IMT 1206 will be accomplished for each nominee (Attachment 8).

6.3.1. Headings for each category will be included in the body of the AF IMT 1206. There is no standard number of bullets in each category; however, the total number will not exceed 15. The categories are: Primary Duty Performance/Leadership (including crossflow activities), Self-Improvement, and Community Involvement. Only commonly used acronyms should be utilized and at a minimum. Only performance and actions accomplished from BMT through CBB will be used on the 1206 and the scoring process.

6.3.1.1. Primary Duty Performance/Leadership (including crossflow activities) - Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Incorporate results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Provide UGT timeline comparison, number of CDC volumes, status of CDC volumes, and “all” CDC EOC scores when completing CDC and OJT portions. Do not provide VRE scores. Please provide any limiting factors for delay in CDC or UGT to include deployment, pregnancy, TDY, mission requirements, in a memo.

6.3.1.2. Self-Improvement - You may comment on how the member developed or improved skills related to primary duties; e.g., formal training, certifications, education related to primary duties and so forth (education taken prior to joining the AF should not be included). Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion or grade point average.

6.3.1.3. Community Involvement - Define the scope and impact of the member’s professional leadership, image and involvement in both military and civilian communities.

6.3.1.4. Other considerations - Include awards received such as Quarterly and Annual Awards. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Dorm Council, enlisted dining in/out committees, Base Honor Guard, Sunday school teacher and so forth.

7. Personal Face to Face Interview Board.

7.1. The primary purpose of the interview board is the professional development of assigned Airmen and to ensure appearance is commensurate with written performance. It is also an opportunity to provide feedback to the member’s supervision. As such, the member’s supervisor (or a designated representative from the member’s chain of command in the event of the supervisor’s absence) will accompany the eligible member. Service dress is required

for all parties involved. A GSU is not exempt from this policy and may attend via video teleconference only after all reasonable efforts to attend in-person have been exhausted.

7.1.1. There are three areas that are evaluated during the interview:

7.1.1.1. Dress and Appearance.

7.1.1.2. Military Bearing.

7.1.1.3. Communication Skills.

7.1.2. Each board member will prepare two questions for the nominee and will score based on the nominee's answers.

7.1.2.1. The questions will be from the following 4 categories:

7.1.2.1.1. **Board President** - Applicant's AF Form 1206.

7.1.2.1.2. **Board Member 1** - Leadership (AFPAM 36-2241, *Professional Development Guide*).

7.1.2.1.3. **Board Member 2** - Enlisted Force Structure (AFI 36-2618, *The Enlisted Force Structure*).

7.1.2.1.4. **Board Member 3** - Enforcing Standards (AFPAM 36-2241, *Professional Development Guide*).

7.1.2.1.5. **Board member 4** - Current Events.

7.1.2.2. Current Event will be based on current information from the Air Force Portal, Roll Calls, base newspapers, *Air Force Times*, or *Airman Magazine*.

7.1.3. Overall Face-to-face Interview Assessment. The overall interview assessment will be based on several factors to include (not all-inclusive):

7.1.3.1. Military Bearing.

7.1.3.2. Uniform (Standard Compliance).

7.1.3.3. Well Spoken/Articulate.

7.1.3.4. Confidence/Accuracy of Responses.

8. Scoring Scale/Selection Phase.

8.1. Scores will be based on the scale outlined in Attachment 11. All scores, to include the Board President, will be maintained by the Board Recorder. The 20 FSS/FSMPD Promotions Office will populate the score sheet entry fields with data from the source documents provided by each board member.

8.2. Score disparity involving two board members: At times the board president will be required to resolve a scoring tie or scoring disparity. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute. The Board President will follow the dispute process outlined in Attachment 12.

9. Reporting Board Results.

9.1. CBB Procedures:

9.1.1. The 20 FSS/FSMPD will prepare board minutes immediately following the CBB for 20 FW/CCC and 20 FW/CC approvals.

9.1.2. The 20 FW/CC may approve the board's merit list (in whole or in part) or disapprove the promotion of an Airman whose record does not justify BTZ promotion. The 20 FW/CC may elect not to use the full quota.

9.1.3. The 20 FSS/FSMPD will maintain the CBB copies of Minutes Memorandum, the BTZ eligibility list, the board minutes, and the selection folders (See Para 6.1.) for one quarter. This is in the event that the board needs to reconvene due to a supplemental consideration or an alternate selection.

9.2. Large Unit Procedures:

9.2.1. The Board President sends written minutes to the convening authority with an order of merit list of all Airmen considered.

9.2.2. The 20 FW/CC may approve the board's merit list (in whole or in part) or disapprove the promotion of an Airman whose record does not justify BTZ promotion. The convening authority may elect not to use the full quota.

9.2.3. A copy of the minutes must be sent to the 20 FSS/FSMPD within 3 duty days of the Large Unit board.

9.2.4. Large units will maintain copies of Minutes Memorandum, the BTZ eligibility list, the board minutes, and the selection folders (See Para 6.1) for one quarter. This is in the event that the board needs to reconvene due to a supplemental consideration or an alternate selection.

9.3. The 20 FSS/FSMPD Promotions office will release results for Large and Small Units once the CBB/Large Unit selections have been approved by the respective convening authorities. The 20 FSS/FSMPD will notify unit commanders, chiefs, and first sergeants of the CBB and large unit results for public release.

9.4. The 20 FSS/FSMPD will project promotions immediately upon confirmation of selections from the 20 FW/CC for the CBB and the large unit commanders. This must be accomplished prior to the end of the board month.

10. Alternate Selection.

10.1. Alternates may be selected in the event a selectee is removed or not recommended for promotion before the promotion effective date.

10.1.1. If necessary, the 20 FSS/FSMPD will review board minutes to determine who the first alternate is and notify the commander of that individual. If the commander recommends the alternate for promotion, he/she forwards a letter to the 20 FSS/FSMPM for the concurrence of the 20 FW/CC.

11. Supplemental Consideration.

11.1. If an eligible Airman was not considered, and the error is discovered before the promotions are announced, the CBB will be reconvened to consider small unit eligibility and

adjust selections accordingly. Large unit commanders will consider the Airman and adjust selections accordingly.

11.2. If the error is found after the promotions are announced, the 20 FSS/FSMPD will forward a request for supplemental consideration, by message, to HQ AFPC.

STEPHEN F. JOST, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2502, *Airman Promotion and Demotion Programs*, 12 Dec 2014

AFI 36-2618, *The Enlisted Force Structure*, 27 Feb 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPAM 36-2241, *Professional Development Guide*, 1 Oct 2013

PSD Guide, *Enlisted Promotions*, 21 May 2015

Prescribed Forms

No prescribed forms are implemented by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

Abbreviations and Acronyms

A1C—Airman First Class

BTZ—Below-the-Zone

CBB—Central Base Board

CCC—Office of the Command Chief Master Sergeant

CCM—Command Chief Master Sergeant

CDC—Career Development Courses

CFETP—Career Field Education and Training Plan

EPR—Enlisted Performance Report

GSU—Geographically Separated Unit

MPS—Military Personnel Section

PCS—Permanent Change of Station

FSS—Force Support Squadron

SEL—Senior Enlisted Leader

SrA—Senior Airman

TDY—Temporary Duty

UGT—Upgrade Training

VRE—Volume Review Exercise

ATTACHMENT 2

EXCEPTION TO POLICY LETTER EXAMPLE

Figure A2.1. Exception to Policy Letter Example.



DEPARTMENT OF THE AIR FORCE
20th FIGHTER WING (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA

Date

MEMORANDUM FOR 20 FW/CCC

FROM: UNIT/OFFICE

SUBJECT: Exception to Policy for Below-the Zone

1. I would like to request an exception to policy to allow my squadron to submit two nominees for the Below-the-Zone board.
2. Justification: State why these Airmen are exceptionally qualified to meet the CBB.
3. If you have any questions, contact Rank Name by email at rank.name@us.af.mil, or by phone at 803-865-1234.

FIRST MI. LAST, Lt Col, USAF
Commander

1st Ind, 20 FW/CCC

I concur/non-concur with this request

FIRST MI. LAST, CMSgt, USAF
Command Chief

1 Attachment:

1. A1C Nominee AF Form 1206

1

ATTACHMENT 3
UNIT COVER LETTER EXAMPLE

Figure A3.1. Unit Cover Letter Example.



DEPARTMENT OF THE AIR FORCE
20th FIGHTER WING (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA

Date

MEMORANDUM FOR 20 FSS/FSMPM

FROM: UNIT/OFFICE

SUBJECT: Team Shaw Senior Airman Below-the-Zone Nomination

1. Airman Doe, John D., is nominated to compete for Senior Airman Below-the-Zone at the Team Shaw Central Base Board. I have reviewed the attached SURF, Air Force Fitness Management Report II, and citations or orders for decorations (as required), ribbon print-out, and AF IMT 1206. I find Airman Doe worthy of this nomination.

FIRST MILLAST, Lt Col, USAF
Commander

3 Attachments:

1. SURF - A1C Doe
2. Air Force Fitness Management II Report - A1C Doe
3. Citations or orders for decorations - A1C Doe
4. Ribbon Print-out - A1C Doe
5. AF IMT1206 - A1C Doe

ATTACHMENT 4

ONE-PAGE SURF EXAMPLE

Figure A4.1. One-Page SURF Example.

				Personal Data - Privacy Act of 1974 (5 USC 552a)		Current as of 12-May-2015 at 13:38:14	
FOR OFFICIAL USE ONLY							
Gr/DOR: A1C/05-Nov-2013		Name:		SSAN:			
Proj Gr:		DAFSC: 3S031		Duty Title: CAREER DEVELOPMENT APPRENTICE			
PAS: ED1MF7NH		Base: EGLIN		Command: AFMC			
Marital Status: S		Depns:		SEX/RACE/ETH-GR: M / ASIAN / NONE			
*****MILITARY JOIN SPOUSE CONSIDERATION*****							
Spouse SSAN:		Spouse Status: NOT APPLICABLE			Spouse Intent: NOT APPLICABLE		
*****RESTRICTIONS*****							
ASG AVAIL CD/DT: 05 / 1512 / / /				WEIGHT CONT:			
ASG LIMIT CD/DT: / / /				UIF:			
*****PROJECTED ASSIGNMENTS*****							
AAR	PAS	RNLTD	AAN	ASD	BASE		
1)							
2)							
*****SERVICE DATES*****							
DAS: 10-Mar-2014		DOS: 04-Nov-2017		HYT: Unknown		CAFSC: 3S031	
DEROS:		ADSCD: 11/08-Mar-2016		TAFMSD: 05-Nov-2013		PAFSC: 3S051	
ODSD: 05-Nov-2013		EAD: 05-Nov-2013		PAY DATE: 05-Nov-2013		2AFSC:	
STRD(##): 2013/11(,)		WEAPON SYSTEM BACKGROUND ID:		3AFSC:		PSE(1-5): / / / /	
		RETURN TO FLY DATE:					
*****ACADEMIC INFORMATION*****							
DEGREE	ACADEMIC SPECIALTY	YEAR	METHOD	COURSE	METHOD	YEAR	
<1YR	HUM RES MGT/PERS ADM	14	COM COL AF	NONE	NONE		
	NONE		NONE	NONE	NONE		
	NONE		NONE	NONE	NONE		
*****LANGUAGE INFORMATION*****							
DLAB:				*****PROJECTED TRAINING*****			
LANG1: NONE DT: . S- L- R-		LANG2: NONE DT: . S- L- R-		COURSE ID	START DATE	GRAD DATE	
LANG3: NONE DT: . S- L- R-		LANG4: NONE DT: . S- L- R-					
LANG5: NONE DT: . S- L- R-		LANG6: NONE DT: . S- L- R-					
*****DECORATIONS*****							
(NOTE: This screen only shows personal medals not awards.)							
Decoration	Auth No.	No	Seq	Close Date	Approval Date	Approving Unit	Reason
*****OTHER INFORMATION*****							
SEC CLNC: SECRET		NON-CONUS RES: YY				PSN#: 1M0271475	
TYPE CLNC:		Citizenship: BY BIRTH IN UNITED STATES				DOB: 22-Nov-1994	
CLNC Date: 28-Aug-2013		FUNC CAT: PERMANENT PARTY					
PRP-SCI-STATUS:		RECORD STATUS: ACTIVE NO PROJECTED ACTION					
*****DUTY STATUS*****							
Duty Status: 00-PRESENT FOR DUTY				Start Date: 11 May 2015		End Date:	
Proj Duty Status: NO PROJECTED DUTY STATUS				Start Date:		End Date:	
*****EPR DATA*****							
EPR	DATE	EPR	DATE	EPR	DATE	EPR	DATE
*****DUTY HISTORY*****							
DAFSC	DUTY TITLE	DET	ORG KIND	ORG TYPE	LOCATION	DUTY EFF DATE	
3S031	CAREER DEVELOPMENT APPRENTICE	0000	0096	SQ	EGLIN	10-Mar-2014	

ATTACHMENT 5

AFFMS II EXAMPLE

Figure A5.1. AFFMS II Example.

Report For: A1C

MAJCOM Description AIR FORCE MATERIEL COMMAND Installation Name Eglin AFB PSM (ED) Service Component Name REGULAR File Type Name AF ENL ACT MBR Unit Name 96 FORCE SUPPORT SQ FF7NH0 PAS Code ED1MF7NH	Age 20 Date Of Birth 22-NOV-1994 Gender Male Height 69 Weight 144 Body Mass Index 21.3
---	---

	Weight	Height	Body Mass Index	Aerobic Time	Abs Score	Push Ups Score	Sit Ups Score	Composite Score
15-JAN-2015	144	69	21.3	10:57	27	59	54	94.3
06-JAN-2014	139	67.5	21.4	10:38	27	61	52	95
Differential:	5	1.5	-0.1	00:19	0	-2	2	-0.7
	3.47%	2.17%	-0.47%	2.89%	0.00%	-3.39%	3.70%	-0.74%

	Fitness Level	Composite Score	Current Testing Status	Test Due Date	Composite Exemption
Last Fitness Level:	Excellent	94.3	Current	31-JAN-2016	NO

BE WELL Due Date

Exemptions

Component Exemptions

Expires


Fitness History

Test Date	Aerobic Time	Aerobic Points	Abdominal	Abs Points	Push Ups	Push Ups Points	Sit Ups	Sit Ups Points	Composite Score	Fit Level
06-JAN-2014	10:38	56.6	27	20	61	9.4	52	9	95	Excellent
15-JAN-2015	10:57	55.7	27	20	59	9.2	54	9.4	94.3	Excellent

ATTACHMENT 6

CITATION EXAMPLE

Figure A6.1. Citation Example.



DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

THE AIR FORCE ACHIEVEMENT MEDAL

HAS BEEN AWARDED TO

MASTER SERGEANT BRIAN D. PRUCEY

FOR

OUTSTANDING ACHIEVEMENT
19 JANUARY 1993 TO 29 JANUARY 1993

ACCOMPLISHMENTS

Master Sergeant Brian D. Prucey distinguished himself by outstanding achievement as Weapons Flight Chief, 20th Bomb Squadron, 2d Operations Group, 2d Wing, Barksdale Air Force Base, Louisiana. As the 20th Bomb Squadron's project noncommissioned officer for special project GLOBAL CRUISE 93-4, Sergeant Prucey marshalled personnel and materiel resources in support of this successful live fire test and evaluation of the Air Launched Cruise Missile and Common Strategic Rotary Launcher. Sergeant Prucey provided the critical management expertise necessary to coordinate the effort of various wing agencies. This successful project accurately assessed the system's operability, enhanced North American Air Defense cruise missile intercept procedures and led to improved Air Launched Cruise Missile combat reliability. The distinctive accomplishments of Sergeant Prucey reflect credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND THIS 14th DAY OF MAY 1993




JAMES A. HAWKINS, Colonel, USAF
Commander
2d Operations Group



AF 2374, FEB 83
PREVIOUS EDITION WILL BE USED

ATTACHMENT 7
RIBBON PRINT-OUT EXAMPLE

Figure A7.1. Ribbon Print-Out Example.

AWARDS AND DECORATION INFORMATION		
NAME	RANK: A1C SSAN:	DATE: 19 MAY 2015
<p>The Air Force Personnel Center files reflect that you are authorized to wear the following awards and decorations. They are listed in order of precedence and displayed as you would wear them on the uniform in accordance with current standards for dress and appearance. There may be unique circumstances (such as prior service in a different branch of the armed forces) which may authorize you additional ribbons and/or devices. For additional information, refer to AFI 36-2803 <i>The Air Force Awards and Decorations Program</i>, AFI 36-2903 <i>Dress and Personal Appearance of Air Force Personnel</i>, or visit your local military personnel section.</p>		
AWARDS AND DECORATIONS		DEVICES
1. National Defense Service Medal		0
2. Global War on Terrorism Service Medal		0
3. AF Training Ribbon		0
		
<p>THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.</p>		

ATTACHMENT 8 AF FORM 1206 EXAMPLE

Figure A8.1. AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
SRA BELOW-THE-ZONE	AMN	BMT DATE-BOARD DATE
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FDA, OR DRU
A1C JOHN D. DOE		ACC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Comm/cell)	
3S051/PERSONNEL JOURNEYMAN	DSN 123-4567 Comm (123) 456-7891	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
20 FSS/FSMPM/504 Shaw Dr, Ste 1086/Shaw AFB, SC 29125		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)		COMMANDER'S TELEPHONE (DSN & Comm/cell)
Lt Col JOHN E. WAYNE/DSN 123-4567 Comm (123) 456-7891		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>PRIMARY DUTY PERFORMANCE/LEADERSHIP:</p> <p>SELF-IMPROVEMENT:</p> <p>COMMUNITY INVOLVEMENT:</p> <p>***NO MORE THAN 15 BULLETS IN LENGTH***</p>		

AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When Filled in)

ATTACHMENT 9
BTZ SCORE SHEET GUIDANCE

Figure A9.1. BTZ Score Sheet Guidance.

1. When scoring the packages, use the weak, average, strong scale (w-/w/w+/a-/a/a+/s-/s/s+).
2. Each letter has a number value associated with it that is calculated in the program. Please ensure you score each package using the same criteria.
3. Once you have scored all packages input yours score into the electronic score sheet.
4. Email your finished electronic score sheet to the 20 FSS Promotions office at 20mss.dpmpep@us.af.mil.
5. Bring your manually filled out score sheet to the board with you so we can reconfirm your scores before entering them into the master score sheet.
6. Bring all nominee packages with you to the board to use as a reference while participating in the board process.
7. A separate score sheet for the face-to-face interview will be provided to you on the morning of the actual BTZ board.

PACKAGE SCORE SHEET EXAMPLE AND FACE-TO-FACE SCORE SHEET EXAMPLE

Figure A10.1. Package Score Sheet Example.

[illegible]

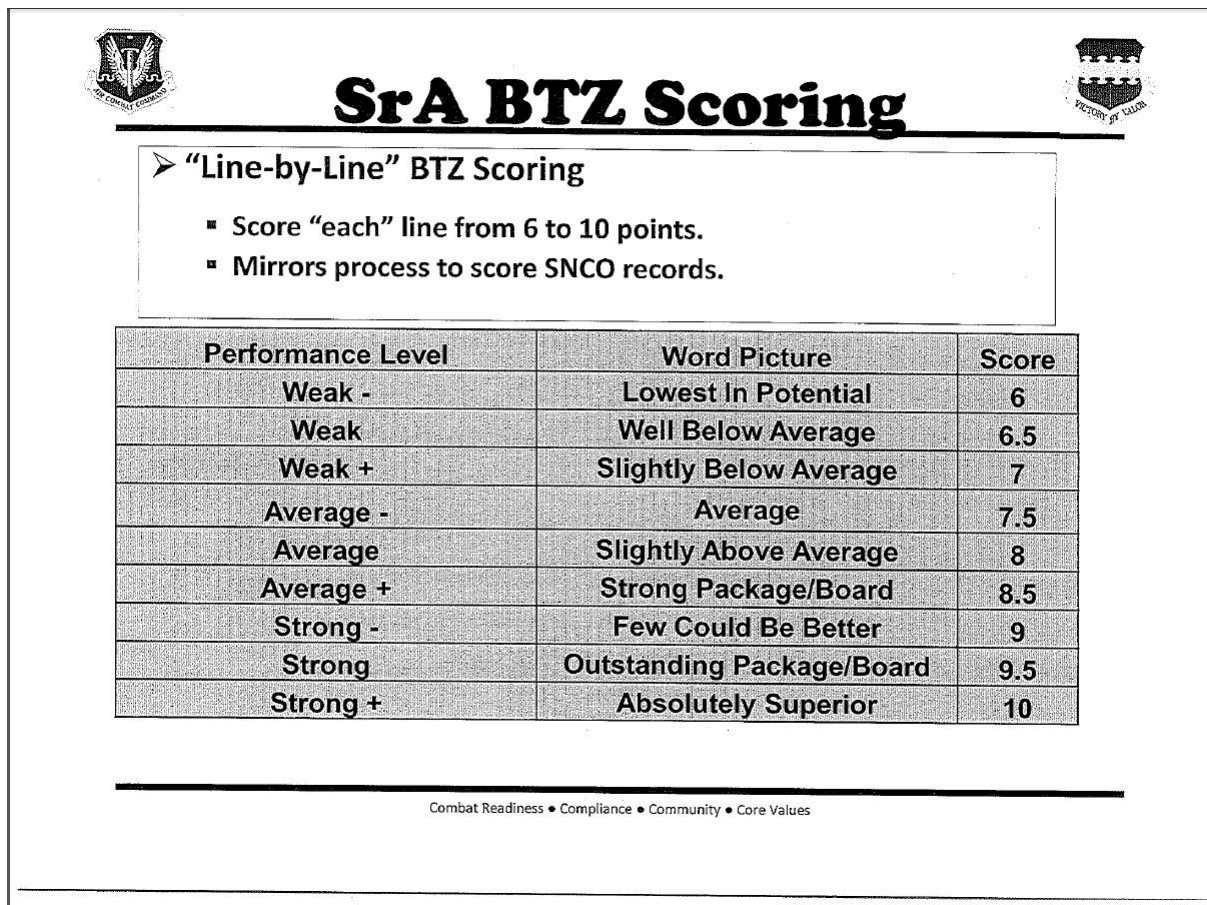
Figure A10.2. Face-to-Face Board Score Sheet Example.

		Reviewer:			
	Unsatisfactory	Marginal	Satisfactory	Excellent	Outstanding
Uniform:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intro Statement:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Closing Comment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Airmans Creed:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military Bearing:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Impression:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMMENTS:					

ATTACHMENT 11

SCORING SCALE

Figure A11.1. Scoring Scale.



ATTACHMENT 12

DIPSPUTE PROCESS

Figure A12.1. Dispute Process.

At times the board president will be required to resolve scoring ties, scoring disparity and scrambled scores. All of these examples create a dispute situation. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute. When necessary, the Board President will implement his vote.

A **scoring tie** occurs when one package, for example, receives (#1, #1, #2, #2) for a total of “6” votes and a second package receive (#2, #2, #1, #1) for a total of “6” votes. The board president must implement dispute process to break tie.

Example of a **SCORING TIE**:

#1 package: 1st, 1st, 2nd, 2nd = 6 (tie)

#2 package: 2nd, 2nd, 1st, 1st = 6 (tie)

#3 package: 3rd, 3rd, 3rd, 3rd = 12 (third)

#4 package: 4th, 4th, 4th, 4th = 16 (fourth)

A **scoring disparity** occurs if the majority of the board is within an acceptable range (#1, #2, #1) and one voting member ranks an individual as their (#4). The board president must implement the dispute process to determine the cause of inconsistency.

Example of a **SCORING DISPARITY**:

#1 package: 1st, 1st, 2nd, 4th = 8

#2 package: 2nd, 2nd, 1st, 2nd = 7

#3 package: 3rd, 3rd, 3rd, 3rd = 10

#4 package: 4th, 4th, 4th, 1st = 10

Scrambled scoring occurs when multiple packages receive a wide range of votes and there is no consistency. The board president must implement the dispute process to determine the cause of inconsistency.

Example of a **SCRAMBLED SCORING**:

#1 package: 1st, 1st, 4th, 3rd = 9

#2 package: 2nd, 2nd, 3rd, 4th = 11

#3 package: 3rd, 4th, 2nd, 1st = 10

#4 package: 4th, 3rd, 1st, 2nd = 10

Board President leads a discussion of each package to resolve scoring ties, scoring disparity and scrambled scores.

After the disputed packages have been reconciled board members will re-tally packages to see if the process resulted in a change of rankings, thereby breaking the tie.

If the review did not break the tie the Board President will reveal his rank order thereby breaking the tie.